

Employee Update

Issue No. 2

<http://www.maine.edu/peoplesoft/>

June 2003

**The PeopleSoft Human Resources module is set to go live
across the University of Maine System on July 7**

To learn how to receive your next paycheck, read on!

WHAT TO EXPECT

Through PeopleSoft, all University System **PAYROLL** functions will be controlled **ONLINE**.

ON JULY 7, EMPLOYEES ON EVERY CAMPUS NEED TO KNOW:

1. Your **USER ID** and **PASSWORD**
2. How to **LOG ON** to the web-based program
3. How to **REPORT** time-and-leave online
4. How to **APPROVE** time-and-leave online (supervisors only)

THE BENEFITS OF PEOPLESOFT

PeopleSoft replaces administrative systems that had become inadequate to support the University System. The ability to access and update information online, and to perform other self-service functions, will greatly improve the speed and accuracy of our information systems. The changes in how we conduct business will greatly enhance the quality of service to employees and enable all of us to work more effectively.

FEATURES OF THE HUMAN RESOURCES MODULE

- Easy online entry and approval of leave time and hours worked
- Improved reporting of leave balances, deductions, and tax information on your check stub
- The ability to view your own employee information online and update fields such as address and phone (More information regarding PeopleSoft's self-service functions will appear in the next newsletter)
- A new benefits enrollment form with premium information that will enable you to make better educated benefit elections

HELP DESK

If you encounter problems logging on
or entering time-and-leave:

1. Talk to your **SUPERVISOR**
2. Call the **UNET HELP DESK (561-3587)**
Monday-Friday: 7 a.m. - 10 p.m.
Saturday: 8 a.m. - 5 p.m.

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LOGGING ON

Employees will log on through the **PEOPLESOFT ACCESS** link on www.maine.edu beginning July 7.

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USER ID and PASSWORD

As a security feature, Social Security Numbers will NOT be used to log onto PeopleSoft.

Employees will access PeopleSoft using their **UMS LOGON ID** and **PASSWORD**.

NOTE: Your UMS Logon ID takes the form of username@maine.edu. You may already know this as your UNET ID, or your ID for CICS, CMS, WebFAST, Financier, or in many cases, your e-mail.

The following scenarios will help answer questions you may have regarding your ability to log on:

SCENARIO 1: You already know your UMS ID and password.

SOLUTION: You are ready to log onto PeopleSoft beginning July 7.

SCENARIO 2: You already have a UMS ID and password but don't remember one or both.

SOLUTION: Call your campus Help Desk (listed at right) or the UNET Help Desk (561-3587) for assistance with reactivating your account.

SCENARIO 3: You don't have a UMS ID, your account is inactive, or your password has expired.

SOLUTION: You will be contacted with information about your Logon ID. If you have not been contacted by July 7, call your campus Help Desk (listed at right) or the UNET Help Desk (561-3587) for assistance.

ADVANTAGE ACCOUNT FSA (FLEXIBLE SPENDING ACCOUNT)

- Enrolled employees will continue to submit **paper documentation** to obtain FSA reimbursement
- FSA reimbursements will be distributed **bi-weekly** to all enrolled employees via **live checks** (not direct deposit)
- The first PeopleSoft FSA reimbursement will be processed on **July 23**
- FSA **check stubs** and new **quarterly statements** will relay more detailed information regarding claims

Further details of the new features of Advantage Account FSA reimbursement will be communicated directly to enrolled employees.

If you are interested in learning more about the program, log onto <http://www.maine.edu/bene.html> for information and enrollment forms.

CAMPUS HELP DESKS

For assistance activating your UMS ID and/or password only. All other questions should be directed to the **UNET Help Desk (561-3587)**.

UMA/Univ. College	621-3022
UMF	778-7300
UMFK	834-7525
UMM	255-1237
UMPI	768-9626
UM	581-2506
USM	780-4029
SWS	561-3587

SECURITY

PeopleSoft is a **highly secure**, password-protected program that allows users to access only those records under their **authorization**. PeopleSoft has been implemented in more than 2,000 institutions worldwide, including the U.S. Government, state governments, and more than 200 institutions of higher education. The secure nature of the PeopleSoft system is recognized by all of those organizations and was a **top priority** of the University of Maine System in selecting the program.

HELPFUL WEB SITES

Complete info and overview	http://www.maine.edu/peoplesoft/
University of Southern Maine info	http://www.usm.maine.edu/erp/
Newsletter archives	http://www.maine.edu/peoplesoft/news.html
Feedback and questions	http://www.maine.edu/peoplesoft/contact.html

TIME-AND-LEAVE ENTRY

The Basics:

1. All existing employee records will be converted and ready when the switchover is made July 7.
2. The easy-to-use PeopleSoft interface screen will resemble a time sheet, customized to your work group, with instant error feedback.
3. Since PeopleSoft contains nightly mechanisms for checking the accuracy of hours entered, time must be entered as it is worked.
4. Classified employees will report times daily; student employees will report time at the end of each day or job worked; professional staff will report only sick leave and annual leave time.
5. Supervisors will approve time each Monday morning. There is no recourse for correcting time once it has been approved, so adjustments will not be effective until the next payroll. Paychecks will continue to be issued on the same bi-weekly and monthly schedule.

Time-and-Leave Notes:

- Employees without computers will have access arranged through their supervisor
- Professional employees will enter June sick leave and annual leave time after July 7
- Student employees will enter the prior week's time in the week of July 7
- For all non-represented employees (professional and classified), full-time faculty, service and maintenance unit employees, and police unit employees, the "leave carry forward date" will change to Dec. 31 (previously Aug. 31). That means any accrued leave will now be forfeited if not used by Dec. 31. Further information will be circulated by Human Resources.

TIME-AND-LEAVE TRAINING CAMPUS CONTACTS

PeopleSoft time-and-leave training sessions are underway on all campuses.
In some cases, online tutorials will provide sufficient training
and a classroom-style session will not be necessary.

Please contact the following campus representatives with any TRAINING questions:

UMA:	Colleen Spencer	colleen@maine.edu or 621-3464	
UMF:	Laurie Gardner	lgardner@maine.edu or 778-7272	
UMFK:	Benita Ouellette	benita@maine.edu or 834-7554	
UMPI:	Nancy Jackson	jacksonn@umpi.maine.edu or 768-9524 or Barbara Lambert ..	lambert@umpi.maine.edu or 768-9549
UMM:	Joan Getchell	getchell@maine.edu or 255-1220	
UM:	Kevin Foss	kfoss@maine.edu or 581-1579	
USM:	Linda Boody	boody@usm.maine.edu or 780-5385	
SWS:	Hope Eaton	heaton@maine.edu or 561-3300	
University College:	Judy Jewell	judy@maine.edu or 621-3409 or Lorraine Theriault	lorraine@maine.edu or 621-3402



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 Office of External Affairs
 107 Maine Avenue
 Bangor, ME 04401-4380

PEOPLESOFT CAMPUS CONTACTS

The following representatives are available for questions regarding PeopleSoft implementation on each campus:

UMA:	Sheri R. Stevens	sheri@maine.edu or 621-3110
	Colleen Spencer	colleen@maine.edu or 621-3464
UMF:	Laurie Gardner	lgardner@maine.edu or 778-7272
	Lisa Turner	turnerl@maine.edu or 778-7246
	Ernestine Hutchinson	eleight@maine.edu or 778-7103
UMFK:	Benita Ouellette	benita@maine.edu or 834-7554
UMPI:	Nancy Jackson	jacksonn@umpi.maine.edu or 768-9524
	Barbara Lambert	lambert@umpi.maine.edu or 768-9549
UMM:	Joan Getchell	getchell@maine.edu or 255-1220
UM:	Human Resources	581-2362 or 581-1581
	Time-and-Leave	581-3700, 581-3710, or 581-3713
	Benefits	581-2366
USM:	Linda Boody (HR)	boody@usm.maine.edu or 780-5385
	Cathy Madore (Time-and-Leave)	cmadore@usm.maine.edu or 780-5114
	Nancy Pattershall (Benefits)	nancyp@usm.maine.edu or 780-5653
SWS:	Ann Gravelle (HR)	anngr@maine.edu or 973-3371
	Susan Apgar (Time-and-Leave)	opaypers@maine.edu or 973-3320
	Kim Hikel (Benefits)	hikel@maine.edu or 973-3374
University College:	Judy Jewell	judy@maine.edu or 621-3409
	Lorraine Theriault	lorraine@maine.edu or 621-3402